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# Office Memorandum • UNITED STATES GOVERNMENT

TO : General Counsel, Legal Staff

DATE: 16 February 1950

FROM : Management Officer

SUBJECT: Survey of Legal Staff.

1. At the invitation of the General Counsel, a survey of this Staff by the Management Staff was undertaken for purposes of reviewing the functions of the Staff, determining the position allocations required for performance of the activities of this Staff, and of simplifying methods of operation.

## 2. Discussion

a. A breakdown of activities performed within the Legal Staff is attached as Tab A. An analysis of Tab A indicates that:

(1) The activities of this Staff encompass all Agency operations and range in difficulty from clarification of certain of the Agency missions to assistance to employees on personal problems.

(2) Legal action is extended to both the covert and overt activities.

(3) Three types of action are taken by the Legal Staff:

(a) Advice

(b) Review of Agency Actions

(c) Service - This includes procurement of documents and maintenance of committee files, serving on committees, drafting wills, etc.

b. The liaison activities of this Staff with non-IAC agencies are comprehensive:

(1) Legislative Liaison - This includes exclusive liaison with Congress, and political party committees. In addition, liaison on personnel actions of interest to the White House, Congress, and high officials of the Federal, State, and local governments falls in this category. The major part of the working effort of one Staff member is devoted to this liaison.

(2) Justice - Immigration Service

(3) District Attorney

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- (4) State Department and the DP Commission
- (5) Civil Service Commission
- (6) Treasury - Narcotics, customs, internal revenue.
- (7) General Accounting Office

c. The alien problem in connection with CIA activities is becoming of increasing importance and has resulted in a significant increase in workload of the Legal Staff.

### 3. Findings

a. Some non-legal activities are handled within this Staff:

- (1) Accident reports
- (2) Employees' Compensation program and claims
- (3) Non-legal aspects of the Project Review Committee (Acting as Recorder)
- (4) Loyalty Review
- (5) Employee Review Board
- (6) Review of NSCIDs
- (7) Personal complaint cases

b. Participation of the Legal Staff in many of the routine Agency activities, indicated in a. above, results in overlaps, duplications, and unnecessary time lags.

c. A small accumulation of inactive records are on hand which will require disposition under the Records Management Program.

d. The clerical staff appears to be adequate for the needs of the Staff.

e. The Staff is well qualified professionally and is sufficient to handle the large volume of work directed to it with the care and exactitude required for sound legal action.

### 4. Recommendations

a. That the General Counsel re-examine the workload of his professional Staff and take steps to eliminate as many non-legal activities as possible.

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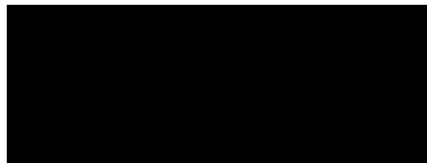
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b. That the General Counsel explore the possibility of transferring the activity of procuring legal documents to either OCD or Services. If the Legal Staff negotiated with the supplier for this action and made the appropriate introduction it is believed that such transfer of activity could be effected.

c. That review of the workload in connection with aliens be made periodically to determine need for augmentation of the Legal Staff.

d. If the above recommendations relating to the elimination of routine workload and simplification of clerical operations are implemented, it would appear that no need exists for the augmentation of the Staff at this time.

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Attachment: TAB A

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